Critical Worker Benefit

Phase 2 – Application Portal Guidance
Before you begin

Read the Application Guidelines for the Private Sector
Application guidelines

- Application guidelines are found on the Critical Worker Benefit website under ‘Step 1’ of How to apply (and then scroll down to ‘Application steps’)

Before completing your application, read the following application guidelines that apply to your sector. Employers should discuss the program and the eligibility requirements with their staff.

- Application Guidelines for the Private Sector

Step 1. Read the guidelines

Step 2. Create a MADI-B user account and log in

Step 3. Complete and submit the online application package
Once you set up a MyAlberta Digital ID for Business account, enter the Private Sector Application Portal to begin the application process.
Inside the application portal

- Select ‘Phase 2 - Critical Worker Benefit Application’ to start a new application.
Read through the Program Overview and check the mandatory field
Employer Application for Critical Worker Benefit

Critical Worker Benefit - Program Overview

The Government of Alberta’s Critical Worker Benefit provides a one-time, lump-sum payment of $1,200 to select workers identified as critical for the delivery of essential services to Albertans in response to the COVID-19 pandemic. The lump-sum payment is delivered to approved employers by way of a grant, which is awarded to eligible workers identified and subsequently approved on the employer’s application. Employers will also receive 7.94% per cent of the total funds approved for the eligible employees as additional funding, over and above the $1,200 per approved employee.

The Critical Worker Benefit Application Guidelines contain the processes and eligibility rules of the Critical Worker Benefits, which is incorporated into the Grant Agreement. The applicant is required to review the Critical Worker Benefit Application Guidelines for the phase and sector under which the application is submitted:
- Critical Worker Benefit Application Guidelines for the Private Sector
- Critical Worker Benefit Application Guidelines for the Education Sector operating in First Nation Communities
- Critical Worker Benefit Application Guidelines for the Health Care Sector operating in First Nation
- Critical Worker Benefit Application Guidelines for the Social Services Sector operating in First Nation Communities

In order to complete the application, there are a series of screens where you will enter or validate information for the application.

Important Information

- An eligible application does not guarantee funding.
- The application will be assessed on a first completed application, first approved basis, and the exhaustion of program funding may result in the employer’s application not being approved.
- All decisions regarding the eligibility of the employer, employees, and payments will be made by the Minister of Labour and Immigration at the Minister’s sole discretion.
- Employers who choose to pay employees monies prior to receiving approval of the application assume all risk if the Minister declines the application.
- An application in “Draft” status is not a submitted application, even though it has an application number. “Draft” applications are not assessed. It is the employer’s responsibility to submit the “Draft” application (which changes to “received” in the portal after being submitted) before the application portal closes.
- A personal information that you provide to the Critical Worker Benefit program is collected under the authority of section 38(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for the purposes of determining eligibility for the Critical Worker Benefit, to assist in administering the Critical Worker Benefit, and to monitor, assess, and evaluate the Critical Worker Benefit and other provincial and federal programs.

Upon approval of the grant application, the grant recipient, the grant program, and the amount may be published on the Government of Alberta Grant Disclosure Portal.

If you have any questions about the collection, use, or disclosure of your personal information or if you need to make corrections to your personal information regarding this program, please call 1-800-236-7346 (touch-free in Alberta) or email cws@gov.ab.ca.

**Options**

- [ ] I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx
Select from the Eligible Sectors that describe your business/worker activities
Mandatory fields must be filled (*)

When selecting your 'Company Type', ensure that it is an **eligible** business type (according to the Application Guidelines for the Private Sector).

Select from the list of ‘**Eligible Sectors**’, and ensure it matches your business activities.

If a sector is not listed, it is not eligible.
Alberta Business Address

Your ‘Primary Mailing Address’ can be anywhere in Canada, but your business must be located and operating in Alberta.
Employee information

• You must add information about each eligible employee, one-by-one

• Enter the Employee Job Title accurately

• Review the ‘Worker Eligibility’ criteria in the Application Guidelines for the Private Sector to ensure information entered about your employees meets requirements and the employees you include in the application are eligible
Employee Information

Information entered in these fields must meet program requirements outlined in the **Worker Eligibility** of the application guidelines.
Adding employees

To add employees, select ‘Add Employees’

If you wish to withdraw your application, select ‘Withdraw Application’

If you have added all eligible employees, and are ready to submit, select ‘Submit Final Application’ and follow each next prompt.
Checking the status of your application

• Enter the portal at any time to check the status of your application (or to complete a draft application if the portal is still open for application acceptance)
Large employers with 200 or more eligible workers

- Private sector employers applying for 200 or more eligible workers can use the Employee Bulk Upload Template to submit required employee information
  - Enter the Private Sector Application Portal to begin the process
  - Read the Program Overview and check the mandatory field
  - Check-off that you are applying for 200 or more eligible employees to see the bulk upload instructions
  - Do not use this Employee Bulk Upload process if you have fewer than 200 eligible employees
Important Reminder: This Bulk Upload process is available only to employers with 200 or more eligible employees, on whose behalf they wish to apply. Employers with fewer than 200 eligible employees must enter Employee Information, one-by-one.
Important reminders for large employers using the Bulk Employee Upload Template

• Employers with 200 or more eligible employees must use the Bulk Employee Upload Template provided in the application portal
  – No other file formats will be accepted

• If an application is submitted using a different template, the application will be declined
Taxi or limousine drivers – specific instructions

- **Employee taxi or limousine drivers**
  - Drivers who are employees, and paid regular wages by their employer, must have their employer apply on their behalf
  - Regular process

- **Self-employed taxi or limousine drivers**
  - Drivers who are self-employed are considered both the employer and employee
  - Identify yourself as both the employer and employee in the application portal
Self-Employed Taxi or Limousine Drivers – How to Apply

• Enter all your business information, as previously described, as any other employer would

• Then enter your personal information and position information as the employee regarding your work during the eligibility period as a Taxi or Limousine Driver
Self-Employed Taxi or Limousine Drivers – How to Apply

Self-employed taxi or limousine drivers need to complete the “2020 Federal Income Tax and Benefit Return Information - Calculation Template” (located at www.alberta.ca/workerbenefit), and then upload it as an attachment to their online application.

The automated calculation from the template (based on 2020 business income and expenses) should be entered in this ‘Gross wage (in dollars) per hour’ field.

Enter the hours you were operating your taxi or limousine (i.e. available to accept passengers) during the eligibility period.
Self-Employed Taxi or Limousine Drivers – How to Apply

- This may be the same date as the ‘Company Establishment Date’ you entered earlier in the employer application.

Self-Employed Taxi or Limousine Drivers must attach the following instead of pay stubs:

- Municipal taxi permit; and,
- Workers Compensation Board (WCB) clearance letter/proof of insurance; and,
- Values reported in the following lines of their 2020 Federal Income Tax and Benefit Return: 1) business income and 2) total business expenses.
  - Attach the "2020 Federal Income Tax and Benefit Return Information - Calculation Template", located on the Critical Worker Benefit website to provide this information (and to help complete the online application).
Help for employers

• Government of Alberta staff members are available to help employers with questions regarding the grant application process

• Telephone: 310-4455

• Email: cwb@gov.ab.ca